



COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM

FROM: Lorraine M. Kolb, Buyer

DATE: 12-08-09

SUBJECT: "SCANNING EMPLOYEE RECORD CARDS" BID # 270299-005



The Division of Purchase has extended the above mentioned bid for an additional one-year period through 11-30-10 under the same prices, terms and conditions as the original agreement.

Bid No. 270299-005

Vendor No.: 108463

Vendor: Biels Information Tech Systems
1201 Indian Church Rd
Buffalo NY 14224-1383

Telephone No.: 716-675-2121

Fax No.: 716-675-8627

Terms: Net 30

Effective Dates: Prices valid through November 30, 2010

Pricing: Attached

COUNTY OF ERIE, STATE OF NEW YORK
DIVISION OF PURCHASE
BID # 270299-005

PAGE 2
95 FRANKLIN ST RM 1254
BUFFALO NY 14202

SCANNING EMPLOYEE RECORD CARDS

Cost to Scan Employees Record Cards @ 200 dpi	.04 image
Index Costs per File for 8 Fields	.25 card
Creation of Microfilm Rolls with Index	.02 image
Cost for Pickup & Delivery	No Charge
Cost for Destruction	No Charge

NAME OF BIDDER BIELS INFORMATION TECHNOLOGY SYSTEMS CORP.



COUNTY OF ERIE

JOEL A. GIAMBRA
COUNTY EXECUTIVE

DIVISION OF PURCHASE

INVITATION TO BID

RECEIVED

NOV 13 2007

BIEL'S INFORMATION
TECHNOLOGY SYSTEMS

Bids, as stated below, will be received and publicly opened by the Division of Purchase in accordance with the attached specifications. **FAX bids are unacceptable.** Bids must be submitted in a sealed envelope to:

County of Erie
Division of Purchase
Attention: Lorraine M. Kolb, Buyer (716) 858-6340
95 Franklin Street, Room 1254
Buffalo, New York 14202-3967

NOTE: Lower left hand corner of envelope **MUST** indicate the following:

BID NUMBER: 270299-005

OPENING DATE: November 23, 2007 TIME: 2:00 PM

FOR: SCANNING EMPLOYEE RECORD CARDS

NAME OF BIDDER: Biel's Information Technology Systems Corp.

If you are submitting other Invitations to Bid, each bid must be enclosed in a separate envelope.

Following EXHIBITS are attached to and made a part of the bid specifications, and part of any agreement entered into pursuant to this Invitation to Bid:

<u>X</u>	EXHIBIT "A"	- Assignment of Public Contracts
<u>X</u>	EXHIBIT "B"	- Purchases by Other Local Governments or Special Distric
<u> </u>	EXHIBIT "C"	- Construction/Reconstruction Contracts
<u> </u>	EXHIBIT "D"	- Bid Bond (Formal Bid)
<u>N/A</u>	EXHIBIT "E"	- Bid Bond (Informal Bid)
<u> </u>	EXHIBIT "F"	- Standard Agreement
<u>X</u>	EXHIBIT "G"	- Non-Collusive Bidding Certification
<u>X</u>	EXHIBIT "H"	- MBE/ WBE Commitment
<u>X</u>	EXHIBIT "IC"	- Insurance CLASSIFICATION "A"
<u> </u>	EXHIBIT "P" & EXHIBIT "PBI"	- Performance Bond

(Rev. 7/95)

ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202 (716) 858-6395

BIELS INFORMATION TECH SYSTEMS
1201 INDIAN CHURCH RD
BUFFALO NY 14224-1383

County of Erie
DIVISION OF PURCHASE
NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor;
- (2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

NOTICE

(Penal Law, Section 210.45)

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN INSTRUMENT, TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

BID NOT ACCEPTABLE WITHOUT FOLLOWING CERTIFICATION:

Affirmed under penalty of perjury this 20th day of November, 2007

TERMS Net 30 DELIVERY DATE AT DESTINATION As Required

FIRM NAME Biel's Information Technology Systems Corp

ADDRESS 1201 Indian Church Road

Buffalo NY

ZIP 14224-1383

AUTHORIZED SIGNATURE *Dennis L. Kempner*

TYPED NAME OF AUTHORIZED SIGNATURE Dennis L. Kempner

TITLE President TELEPHONE NO. 716-675-2121

County of Erie

DIVISION OF PURCHASE

BID SPECIFICATIONS

BID NO. 270299-005

Ship to: County of Erie
 Attention: Department of Personnel
 Address: 95 Franklin St Rm 604
 Buffalo NY 14202

Ship Via: Most Economical
 Date Required at Destination: As Requested

ITEM NO.	QUAN-TITY	U/M	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Proposal to provide Scanning of Employee Record Cards for the		
			period of 12-01-07 through 11-30-08 as per the following		
			Specifications.		
			Vendor must provide insurance coverage as stated in these		
			Specifications and must submit a County of Erie Standard		
			Insurance Certificate – Classification "A".		
			Questions please contact: Tami Burns DiCioccio at		
			716-858-8460.		
			MBE/WBE Commitment-Bidder MUST complete and return with		
			Bid EITHER the MBE Utilization Report Form Part A OR the		
			Waiver Recommendation Form. These forms are found in		
			Enclosed Exhibit "H".		

NOTE: Bid results cannot be given over the phone. All requests for bid results should be submitted in writing or faxed to:

ERIE COUNTY DIVISION OF PURCHASE
 Freedom of Information Officer
 95 Franklin Street, Rm. 1254
 Buffalo, NY 14202
 FAX #: 716/858-6465

TOTAL NET BID DELIVERED INSIDE See Attached Price Page

NAME OF BIDDER Biel's Information Technology Systems Corp

SPECIFICATIONS FOR SCANNING EMPLOYEE RECORD CARDS

APPLICATION INFORMATION AND VOLUME:

- 5" X 8" in size front & back
- Various colors with various types of handwriting and colors (pencil to pen)
- Volume Information
 - Estimated Total Card Volume – 102,400 Cards
 - Estimated Total Image Volume – 204,800 Images

Methods and Procedures:

- Customer will prepare documents all staples removed to ready for scanning.
- Vendor to supply containers for packaging of these files.
- Schedule will be established so no records are out of the County more than 24 hours.
- Vendor is required to do a test scan of the documents to insure image quality is acceptable by the County. A test batch provided by the County is required at 200 dpi, 300 dpi and grayscale. County will choose the resolution from the test.
- Every image should pass through a Quality Control Inspection to insure the highest possible image quality.
- Manual Indexing will be provided from the digital images of the following fields:
SSN-9 characters — Last Name-20 characters — First Name-15 characters,
Street #-6 characters — Street Name-25 characters — Town-25 characters
Zip Code-5 characters — Retirement Number-7 characters
- No Database exists for these cards
- Digital images and indexes will be returned on a DVD for importing into the currently owned ApplicationXtender storage and retrieval software.

Sample of import structure:

999999999|Greenan|John|123456|Main St.|Buffalo|14202|1234567@file name of multi-page tiff

- Vendor must have the in-house capability to provide a microfilm roll from the digital images to meet SARA specifications due to the files retention requirements. Vendor must provide the roll number and image number to load into the Imaging Database for each record card.
- Vendor must store the record cards in a government approved DOD Specified Vault until the County authorizes the destruction of these files. Approximately 30-60 days from image delivery.

SPECIFICATIONS FOR SCANNING EMPLOYEE RECORD CARDS (CONTINUED)

Costs to Provide Conversion Services:

- ❖ Cost for Pickup & Delivery @ No Charge
- ❖ Cost to scan @ 200 dpi @ .04 /image
- ❖ Cost to scan @ 300 dpi @ .06 /image
- ❖ Cost to scan @ Grayscale @ .08 /image
- ***Only one scanning method will be used***
- ❖ Index Costs per a file for the 8 fields @ .25 /card
- *By obtaining electronic files from the towns would reduce costs substantially*
- * If electronic files are available and only one field needs to be entered indexing cost would be \$0.15 per file
- ❖ Creation of Microfilm rolls with the Index Information (Roll and Frame) @ .02 /image
- ❖ Cost for Destruction @ No Charge